TM300U - SCEIS Leave Administration Online Course Script

TM300U Index

Welcome to TM300U SCEIS Leave Administration Online Class.

It is recommended that you review the class material for TM200 or TM200U SCEIS Time Administration prior to completing this class.

It is recommended to retrieve the PowerPoint version of the presentation to make notes as needed for future reference. The class script, PowerPoint and other supporting materials can be found on the links page of this class.

The lessons within the TM300U class include SCEIS Leave Administration Overview, Work Schedules and Time Data, Quota Types, Manage Leave Limits, Quota Corrections and Adjustments, Quota Balances and Reporting, and the FMLA Process.

Lesson 1- SCEIS Leave Administration Overview

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Lesson 1- Key Terms

Some key terms used in this class include:

Absence Hours are an employee's leave hours.

CATS, which is an acronym for Cross Application Time Sheet, is the electronic time sheet in SCEIS. The transaction CAT2 allows a Time Administrator access to the time sheet in order to make entries and corrections.

Normal Working Time is an employee's normal work schedule.

Planned Working Time is an employee's work schedule, taking into account any shift substitutions that may be applied to the record.

Premium Wages are types of pay received by an employee in addition to their regular salary. These wages include overtime and bonus compensation, Market Geographical Differential, On-Call Pay, Call-Back Pay, Shift Differential, Special Assignment Pay, and Temporary Salary Adjustment. Using different data elements in SCEIS, an agency can apply these wages to an employee's pay at their discretion.

Public Holidays are State holidays which are programmed into SCEIS each year.

EE is the abbreviation for Employee.

Time and Leave Management is a function at each agency that uses an employee's work schedule, time worked, and time off information for supporting collection, approval, and distribution of time data.

Quotas, or leave balances, reflect an employee's leave, including but not limited to annual leave, sick leave, compensatory time and Holiday compensatory time. Quota balances reflect the available balances as of the last time the program for Time Evaluation was executed.

Quota Overview is a summary of the employee's quota balances. These quota balances are tracked in the system using an employee's leave accruals and taking into account any paid or unpaid absences taken.

The **Work Schedule Rule or WSR** allows employees to enter working time during the work week or to enter leave taken. An employee can enter work time on a scheduled day off, but cannot enter leave on a scheduled day off. SCEIS also uses the Work Schedule Rule to determine the target hours for each work day and the employee's monthly leave accrual date. The Work Schedule Rule should only be changed when the employee is moving from one schedule to another on a permanent basis. The change should be effective on the first day of a pay period.

The SCEIS system is configured to follow guidelines set forth by the South Carolina Human Resources Division as well as the **Fair Labor Standards Act or FLSA**.

The Fair Labor Standards Act is a federal law that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in federal, state, and local governments.

Shift Substitutions should only be used if an employee needs to work a different shift from their planned work schedule on a particular day or for a short period of time. Additionally, if an employee is on a Work Schedule Rule that does not identify the off days because they fluctuate, but in no certain pattern, the Time Administrator will need to create a shift substitution for the assigned off days each work period. If substitutions are not correctly maintained in these situations, an

employee's monthly leave accruals and premium pay could be adversely affected.

Another law that deals with employee time management is the **Family Medical Leave Act or FMLA**. FMLA is a federal regulation that allows eligible employees to take up to twelve work weeks of paid or unpaid leave during any twelve month period for specified reasons (such as a serious health condition, child birth, adoption, military family leave, etc.). Leave Administrators need to be familiar with this program when maintaining information in SCEIS.

MySCEmployee, also referred to as the portal, allows employees to view and maintain selective data about themselves in the self-service module in the system. In some agencies, employees enter time and leave in MySCEmployee via Employee Self Service or ESS.

Manager Self Service (MSS) within MySCEmployee allows managers to view and maintain selective data associated with their employees in MySCEmployee. When applicable, managers approve employees' time and leave entered in ESS.

Lesson 1- Key Concepts

SCEIS will automate the posting of Annual Leave and Sick Leave earnings, computation rules, rate of earnings, maximum accrual, and carryover amounts for eligible employees based on the State Human Resource Regulations, and other related authority.

In SCEIS, agencies use the FMLA Workbench to determine eligibility and to track qualifying FMLA time away from work. This results in statewide standardization.

Separations and Transfers

SCEIS is configured to help manage leave balances in different situations such as employee separations, or transfers between different types of positions or different agencies.

- When performing a Personnel Administration (PA) action of a "Separation" SCEIS automatically retrieves the Time Quota Compensation Infotype so any leave balances to be paid or forfeited is completed in a timely fashion.

- Agencies may need to manually compensate leave in situations where employees go to another agency or move from a Temporary Grant position to an FTE or vice versa.

- If there is no manual intervention to compensate or forfeit leave when an employee is hired at another state agency, the employee's leave will follow him or her in SCEIS as part of the transfer procedure when moving between agencies.

Non-Regulated Agencies

It is important to note that some non-regulated agencies (such as Judicial, Administrative Law Court, Prosecution Coordination Commission, etc.) worked with the project team to identify their unique

needs during blueprinting. These non-regulated agencies follow a different set of rules for FLSA and FMLA processing than regulated agencies.

Lesson 1- Transaction Codes and Infotypes

A Transaction code is a series of letters and numbers used to access data elements in SCEIS. This code is entered in the Command Field on the SAP Easy Access menu.

Infotypes

Once a transaction is accessed, navigation through different infotypes may be needed. An infotype is a section or view of a Master Data record within a transaction; however, not all transactions contain infotypes. Each infotype contains a collection of related information – much like different pieces of paper in a physical file.

Transaction Codes and Infotypes

PA30 – Maintain HR Master Data, is a transaction used to store and maintain many different infotypes relevant to an employee's time and leave records in SCEIS. Infotypes within PA30 related to time and leave include:

- **Infotype Seven** – Planned Working Time - Includes Work Schedule Rules, Time Management Status, and FLSA work week.

- **Infotype Four Sixteen** – Time Quota Compensation - Allows a financial remuneration of absence entitlements that have not been used by the employee so that pay out and forfeit of leave can be made when an employee separates from employment or transfers to another position or agency. This is done by human resources using the Personnel Administration module.

- **Infotype Six Thirteen** – Leave Pool Administration - Allows the agency to maintain information to donate hours from an employee to a leave pool, receive leave to use from a leave pool, and to return any unused hours back to a leave pool. State Human Resources Division, as well as agencies, have specific guidelines to be familiar with when maintaining leave pool information.

- **Infotype Two Thousand One** - Absences - Shows the hours the employee is not working. Employees' absences such as annual leave, holiday comp time, sick leave and compensatory time are included. Absence hours from CATS automatically populate two thousand one; however, if HR enters absences directly on two thousand one (for example for long term leave of absence), those hours do not populate CATS.

- **Infotype Two Thousand Two** - Attendances - Automatically populates based on working times entered on CATS.

- **Infotype Twenty Twelve** - Time Transfer Specifications - Used to set a flag for an individual to determine whether or not the employee is eligible for paid overtime or should be granted comp time in lieu of paid overtime. It is also used for additional information such as how to manage the gap hours for law enforcement, etc. Time Transfer Specifications allows changes to

be made to the time balances that have been calculated in time evaluation. This means that in exceptional cases the results of time evaluation can be changed when these flags are adjusted.

- **Infotype Twenty Thirteen** - Quota Corrections - Allows manual changes to absence entitlements. These changes are generated when time evaluation runs overnight.

- **Infotype Two Thousand Six** - Absence Quotas – This infotype is not manually adjusted as a general rule. This infotype houses time accounts that represent employees' absence entitlements or time credits and is used by the system to track these balances. There are specific and infrequent situations in which this infotype is manually adjusted. SCEIS uPerform documents instruct manually maintaining this infotype only when appropriate.

- **PT Fifty** – Quota Overview - Holds a summary of leave balances and details on leave accruals.

- **PTFMLA** – FMLA Workbench - Used to set up and maintain FMLA events so that FMLA-related leave types can be entered for an employee. FMLA is covered in detail later in the class.

Lesson 1- User Roles

Now we will discuss different roles for Leave Management. The Display Time Leave role has the ability to display time entered, leave and other absence information, view work schedules and organizational assignments for employees. This role cannot enter data or make changes.

HR Leave Administrator Role

The HR Leave Administrator role manages employee leave and leave balances. This role has the ability to validate leave balances and make manual adjustments as needed such as, quota corrections for existing balances as well as creating advanced sick leave. Also, this role administers the leave pool and reviews the Leave Pool Cost Report. Leave Administrators can make changes to work schedule rules as well as validate leave related payout.

The Leave Administrator can also validate information such as annual and sick leave rollover balances. When necessary, this person can access and approve an employee's leave request in SCEIS if the manager has not processed it in a timely manner, or is absent and has not set up a manager substitution in MSS. Normally, leave requests are approved by an employee's manager through MSS in the MySCEmployee portal.

HR FMLA Event Maintainer

The HR FMLA Event Maintainer role establishes and maintains FMLA qualifying events in SCEIS. In particular, this role can create and display FMLA events, determine eligibility for FMLA, and assign and associate absences with the event. This role also generates FMLA records and reports.

Lesson 1- Summary

We have completed Lesson 1. You should now be able to:

- Describe key terms,

- Describe key transactions and relevant Infotypes,

- Understand key Infotypes and their importance, and

- Describe the leave administration role.

Lesson 2- Work Schedules and Time Data

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Lesson 2- Work Schedules

Although the Leave Administrator may not be responsible for maintaining working time in SCEIS, it is important for the Leave Administrator to understand work schedules and time data.

Work schedules:

- Are required for all employees;

- Define the expected daily, weekly, monthly and annual work hours;

- Define the number of expected work hours used to determine when an employee will accrue leave;

- Define the quota rate the employee will accrue (for example, part-time employees);

- Drive shift premiums for eligible employees;

- And are tied to the Holiday Calendar

Work schedules also limit the amount of time an employee can take off each day. For example, if an employee is only scheduled to work four hours on a specific day, he cannot take eight hours of annual leave on that day. More than four hours of working time can be entered, but a combination of working time and leave adding up to more than four hours will not be allowed based on the work schedule rule.

Work Schedule Rules

SCEIS uses the work schedule rule to determine an employee's planned working hours for a specific period (for example, a week) and it also specifies how the hours are distributed.

The FLSA work week/work period determines the threshold for the payment of overtime and/or compensatory time to be paid to employees who work in excess of a certain number of hours in the given work week/work period.

It is essential that each employee is assigned a work schedule rule and an FLSA work week/work period that best defines his or her normal work patterns.

Work Schedules should be changed on the first day of a pay period (the second or the seventeenth). If changes are required within the defined

pay period, use the shift substitution feature until the beginning of a new pay period. The drop down menu selection has been configured for each agency's work schedule rule needs.

Lesson 2- Display Work Schedule

To display an employee's work schedule, type PA Twenty in the Command field and click Enter.

Type the personnel number in the Personnel number field and click Enter.

Select All in the Period section, then type seven in the infotype field. Next, click the Overview icon.

Planned Working Time

A history of work schedule rules will appear. Choose the line to be reviewed by clicking the blue box to the left of the line. Click the glasses icon.

Display Work Schedule

The work schedule calendar can be accessed by clicking on the "Work Schedule Rule" button in infotype seven.

The work schedule calendar shows the specific daily work schedules for the employee's work schedule rule. Take note that if there is a "1" in an HC column field, that day is a holiday. In this example, the holiday falls

on Monday, February 17th. In this example, the employee's scheduled off day falls on the holiday. Therefore, the employee will be given Holiday Compensatory Time automatically once Time Evaluation runs.

Lesson 2- Change Work Schedule Rule

Now we will review how a work schedule rule is changed. For this class, we will use the **PA sixty-one,** Maintain Time Data transaction. However, this process can also be completed using transaction PA thirty.

To begin, type **PA sixty-one** in the Command field and click the Enter button.

Once in the transaction, type the employee's personnel number in the Personnel number field and click the Enter button.

Once the employee's information populates, click the "Time management data" tab.

Locate the Planned Working Time infotype and highlight that line, or enter the number seven in the "Infotype" field. Click Enter.

Next, click the "Copy" button. If the Copy button is not clicked, the history will not be saved. It is a SCEIS recommended best practice to use the Copy button even if simply correcting information within the infotype to avoid overwriting a line of history which may adversely impact the employee's record.

After clicking the Copy button, a detailed screen will appear. Enter the appropriate information. First, click in the "Start" field and enter the

effective date of the new Work Schedule Rule (if the effective date is not changed, the entry will overwrite the current information).

Next, click the Work schedule rule text field and click the List button to search for the correct schedule code.

Click the appropriate selection from the list and click the Copy button.

Finally, click the Save button.

After changing the Work Schedule Rule, these warnings may appear. These warnings are related to Payroll and Personnel Administration functions. If no additional changes are needed, simply click enter to bypass the messages. Once the issues are addressed, save the changed Work Schedule Rule again.

Lesson 2- Summary

You should now be able to:

- Describe how work schedules impact leave, and

- Check and change an employee's WSR.

Lesson 3- Quota Types

Lesson 3: Quota Types

Lesson 3- Quota Overview

Quota types are the different types of leave available for use by employees. SCEIS automatically manages an employee's accruals of various quotas, including:

- Annual Leave

- Sick Leave

- Compensatory Time

- Holiday Compensatory Time

SCEIS will also systematically manage deductions to these quotas. There are a few special circumstances that require manual adjustments by a Leave Administrator to an employee's quota balances. These situations will be covered in detail later in this class.

Quota balances reflect the available balances as of the last time the program for Time Evaluation was executed. Employees can review quota balances via the MySCEmployee portal or can request balances from their Time Administrator or HR Leave Administrator. When an employee requests leave in MySCEmployee, SCEIS reserves the leave in MySCEmployee, but does not yet remove it from the quota bucket in the backend of the system. If management does not approve the leave by the time the date requested passes, the hours remain reserved in SCEIS but are not debited from the employee's quota bucket.

Lesson 3- Quota Types

Leave in SCEIS will be processed automatically in accordance with State Human Resources Division (HRD) regulations and other applicable authority. Please visit HRD's website to review these rules and regulations. The web address is provided on the Links page of this class.

Annual Leave

Based on the type of position an employee holds, the system is able to determine whether that employee is eligible to earn annual leave. For example, temporary hourly employees do not earn leave while full time employees do. As long as an eligible employee is in paid status, they are able to accrue leave. Employees may not earn annual leave while on leave without pay.

Employees' annual leave earnings are computed based on the average number of hours in the employee's workday. SCEIS has been designed to determine the number of hours in a workday by dividing the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee is actually scheduled to work). Rate of earnings for annual leave is driven by the average number of hours in the workday, as well as an employee's annual leave accrual date. Once an employee has reached their tenth year of service, they will begin to accrue bonus annual leave.

SCEIS automatically applies the rules for maximum accrual and carryover for employees on a calendar year basis. The maximum accrual rate is two and a half days days per month, or thirty days per

year. Any unused annual leave up to a total accumulation of forty-five workdays will carry over to the next calendar year in SCEIS. The system automatically forfeits any amount in excess of forty-five days.

Employees will use the MySCEmployee self-service functionality to request leave. A Time Administrator may also enter leave on behalf of an employee in SCEIS. Agency approval is required prior to the Time Administrator entering leave for an employee. In some cases, a Leave Administrator will enter or approve leave in SCEIS – these situations will be discussed in more detail later in this class. All leave entered either by a Time Administrator in SCEIS or by the employee in MySCEmployee will show up in CATS for review and reconciliation.

SCEIS automatically applies the rules for maximum annual leave deduction for employees on a calendar year basis. The standard maximum usage set forth by HRD is thirty days per calendar year. An Agency Head, or his or her designee, may allow an employee to take more than thirty days of annual leave per calendar year. If this applies to an individual, the Leave Administrator will use Infotype twenty twelve to allow the exception. SCEIS allows employees to enter leave in one minute increments. However, an agency's internal policy may require employees to enter leave in other increments. When a holiday is observed by the agency while an employee is using annual leave, the day shall be considered a holiday, not a day of annual leave for the employee.

Reasons to payout annual leave include movement from one type of position to another – for example, an employee moves from an FTE position to a Temporary Grant position or vice versa; or if an employee goes from an FTE or Temporary Grant position into a Temporary hourly

position. An employee must also be compensated for unused annual leave upon separation from employment. The maximum annual leave payout is forty-five days, and any hours in excess of their forty-five days must be forfeited at separation.

Sick Leave

Similar to annual leave, sick leave accrual is also based on the type of position an employee holds. For example, temporary hourly employees do not earn leave while full time employees do. As long as an eligible employee is in paid status, they are able to accrue leave. Employees may not earn sick leave while on leave without pay.

Employees' sick leave earnings are computed based on the average number of hours in the employee's workday. SCEIS has been designed to determine the number of hours in a workday by dividing the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee is actually scheduled to work).

SCEIS automatically applies the rules for the standard accrual and carryover for employees on a calendar year basis. The standard accrual rate for sick leave is one and a quarter days per month, or fifteen days per year. Any unused sick leave up to a total accumulation of one hundred and eighty workdays will carry over to the next calendar year in SCEIS. The system automatically forfeits any amount in excess of one hundred and eighty days.

Sick leave may be advanced in SCEIS at the agency's discretion. This process is managed using infotype twenty thirteen, Quota Corrections

and Adjustments on the Personnel Administration side of the system. SCEIS automatically forces the employee to repay used Advanced Sick leave before earning their own. This will be discussed in greater detail later in this class.

Employees will use the MySCEmployee self-service functionality to request leave. The notes section of the leave request may be used to document the specific reason for the leave. A Time Administrator may also enter leave on behalf of an employee in SCEIS. Agency approval is required prior to the Time Administrator entering leave for an employee. In some cases, a Leave Administrator will enter or approve leave in SCEIS – these situations will be discussed in more detail later in this class. All leave entered either by a Time Administrator in SCEIS or by the employee in MySCEmployee will show up in CATS for review and reconciliation.

Employees earning sick leave may use up to ten days of their own sick leave annually to care for members of their immediate family. Refer to HRD regulations for qualifying immediate family members. Usage and limits of Family Sick Leave are automatically tracked in SCEIS and are deducted from the employee's sick leave balance.

SCEIS allows employees to enter leave in one minute increments. However, an agency's internal policy may require employees to enter leave in other increments. When a holiday is observed by the agency while an employee is using sick leave, the day shall be considered a holiday, not a day of sick leave for the employee.

If an employee moves from one State Agency to another – and holds a leave eligible position at both the former and current agency – they will have their leave balances transferred automatically unless the losing

agency performs a manual intervention at their discretion. Employees who come to State Government from a School District are allowed to bring over any unused sick leave into State Government. This process is managed using infotype twenty thirteen, Quota Corrections and Adjustments on the Personnel Administration side of the system.

There are also reasons to forfeit sick leave such as an employee moving from one type of position to another. For example, an employee moves from an FTE position to a Temporary Grant position or vice versa; or if an employee goes from an FTE or Temporary Grant position into a Temporary hourly position. Additionally, all unused sick leave must be forfeited upon separation from employment. When an employee enters the TERI program or retires, they may choose to use up to ninety days of their sick leave towards retirement. In these cases, a record must be created to forfeit the leave so that the employee does not have access to use those hours.

Compensatory Time

SCEIS has been configured to permit the earning of compensatory time, or "comp time," in lieu of paid overtime – which the employee can use as paid leave. All non-exempt employees eligible to earn leave are eligible to accrue comp time in lieu of paid overtime. If an agency chooses to pay overtime instead of comp time, the employee must be flagged in infotype twenty twelve with the Overtime Paid Eligible (OTPF) option. Should an agency's policy permit an exempt employee to earn comp time, the agency will have to maintain infotype twenty twelve for the employee and select the option Exempt Only-Comp Eligible (OTCE) that "flags" the employee as eligible for earning comp

time. If an exempt employee is eligible for comp time, the employee or Time Administrator must record the hours the employee worked so the system can properly calculate the comp time.

Comp time is calculated using overtime calculation rules. Overtime is defined as hours worked in excess of forty hours in a specified seven day period as determined by the employing agency for employees who work on a seven-day work week basis. The State also has fourteen-day and twenty-eight-day work weeks. Employees who work those work weeks must go over eighty hours in the fourteen-day period and one hundred and sixty hours in the twenty-eight-day period to receive overtime. It is critical that the proper work week is selected for employees when processing any personnel actions as this has a direct influence on the threshold in which overtime is calculated and compensatory time is earned and credited.

Non-exempt employees who receive comp time will earn the leave at the rate of one and a half hours for each overtime hour worked. If leave is included in the overtime hours, hour for hour comp time will be earned for each overtime hour worked. Exempt employees who receive comp time will earn the leave at the rate of hour for hour. Leave entries are not included in the calculation of overtime for exempt employees.

GAP hours apply to law enforcement and firefighters in South Carolina. GAP hours are the hours recorded between eighty and eighty-six for a fourteen day work period, and hours recorded between one hundred and sixty and one hundred and seventy-one for a twenty-eight day work period for law enforcement. GAP hours for firefighters are the hours recorded between eighty and one hundred and six for a fourteen day work period, and hours recorded between one hundred and sixty

and two hundred and twelve for a twenty-eight day work period. Comp time can be received at a straight rate for GAP hours. For hours recorded exceeding the GAP, time and a half or straight time can be received based on time and leave recorded.

For proper processing of GAP hours, based on agency discretion, specific flags must be maintained in infotype twenty twelve. If GAP hours flags are not set on infotype twenty twelve in PA thirty, then SCEIS will neither pay nor accrue comp time for GAP hours.

The flags for GAP hours are:

GPAB (GAP Hours Include Paid Absence) which allows paid absence hours to be included in the GAP.

GHCF (GAP Hours Comped) which allows the system to generate comp time accrual for the GAP.

GHPF (GAP Hours Paid) which allows the system to generate pay for the GAP.

Each agency's Human Resources Office will have information regarding how GAP hours are processed at that agency.

Please be sure to understand and follow agency specific policies and procedures regarding the approval of comp time accrual and usage for agency employees. Non-law enforcement employees may carry up to two hundred and forty hours of comp time in their balance. Employees categorized as law enforcement and firefighters are allowed to carry a balance of up to four hundred and eighty hours of comp time. Once an employee reaches the maximum balance, SCEIS will pay the employee for any hours worked in overtime status. When an employee uses some

comp time and their balance falls below the maximum, comp time will again be accrued for overtime hours.

Employees will use the MySCEmployee self-service functionality to request comp time leave. A Time Administrator may also enter leave on behalf of an employee in SCEIS. Agency approval is required prior to the Time Administrator entering leave for an employee. In some cases, a Leave Administrator will enter or approve leave in SCEIS – these situations will be discussed in more detail later in this class. All leave entered either by a Time Administrator in SCEIS or by the employee in MySCEmployee will show up in CATS for review and reconciliation.

Reasons to payout comp time include movement from one type of position to another – for example, a non-exempt employee moves from an FTE position to a Temporary Grant position or vice versa; or if a non-exempt employee goes from an FTE or Temporary Grant position into a Temporary hourly position. A non-exempt employee must also be compensated for unused comp time upon separation from employment or movement between agencies. There is no maximum payout of comp time. An exempt employee must forfeit any unused comp time upon separation.

Holiday Compensatory Time

There is one holiday calendar for all employees in all agencies (issued by the Human Resources Division). If an employee takes the holiday time off as scheduled, no entry is made in SCEIS (the system knows the employee should not be at work but should be paid the holiday pay). However, if the employee does work on the holiday, the work hours

should be entered. The system will then generate holiday comp time based on the work hours entered on the holiday. Also, if a holiday falls on a day when an employee is scheduled to be off, the employee will earn holiday compensatory time in their holiday compensatory quota account for that day. Holiday Comp time is received hour for hour for any hours worked on the holiday. When Holiday Comp time is received due to an employee being scheduled off on the holiday, the amount of holiday comp received equals the employee's average work day.

When a holiday is observed by the agency while an employee is using another method of approved leave, the day shall be considered a holiday, not a day of the paid leave type. If an employee is on leave without pay for a full day the last working day before a holiday, the employee will not be paid for or receive holiday comp time for that holiday.

Employees will use the MySCEmployee self-service functionality to request holiday comp time leave. A Time Administrator may also enter leave on behalf of an employee in SCEIS. Agency approval is required prior to the Time Administrator entering leave for an employee. In some cases, a Leave Administrator will enter or approve leave in SCEIS – these situations will be discussed in more detail later in this class. All leave entered either by a Time Administrator in SCEIS or by the employee in MySCEmployee will show up in CATS for review and reconciliation.

Non-academic employees have ninety days from the date of the holiday in which to use their holiday comp time. Academic employees have one calendar year from the date of the holiday in which to use their holiday comp time. Once this time has passed, any unused holiday comp time

will be paid out or forfeited automatically in SCEIS. The system creates an infotype four sixteen record to pay out non-exempt employees for their unused holiday comp time and to forfeit the unused time for exempt employees.

An Agency Head or his or her designee may grant a ninety-day extension of holiday compensatory time without approval from State HRD. In SCEIS, Transaction PA thirty and Infotype two thousand six are used to complete this transaction. Details regarding this process are discussed in Lesson Five of this class.

Reasons to payout holiday comp time include movement from one type of position to another – for example, a non-exempt employee moves from an FTE position to a Temporary Grant position or vice versa; or if a non-exempt employee goes from an FTE or Temporary Grant position into a Temporary hourly position. A non-exempt employee must also be compensated for unused holiday comp time upon separation from employment or movement between agencies. There is no maximum payout of Holiday comp time. An exempt employee must forfeit any unused holiday comp time upon separation.

Flex Schedules and Holidays

The length of an employee's holiday is based upon the number of hours in the employee's average workday (total weekly hours divided by 5). Employees on a regular schedule (non-flexible) whose scheduled hours always equal their average work day cannot submit any leave on a holiday. SCEIS works differently for employees who are assigned a flexible work schedule. As a result of differences among agency policies

and practices in handling this scenario, some additional intervention may be required for the agency.

For example, an employee may be scheduled to work Monday through Wednesday for 9.5 hours, Thursday for 9 hours, and has Friday off. This employee's average work day is 7.5 hours. If a holiday falls on a Friday, this employee would receive 7.5 hours of holiday comp. If a holiday falls on a Monday, this employee would either need to submit 2 hours of leave on the holiday to complete the day, or work and record 2 additional hours sometime within that work week with the appropriate supervisor approval. A Time Administrator may perform a shift substitution for Monday indicating the employee is only expected to work 7.5 hours that day and then add the 2 hours to other days in the week using substitutions so that the employee can make up the required hours. This fully documents the expected hours worked in SCEIS for accruals, workers' compensation, tracking hours worked in the time sheet using charge objects, etc. However, it is up to the agency to decide whether to apply the substitutions in this case. A shift substitution may also be created to designate the holiday week as a regular work week with an equal number of hours each day. These options allow for flexibility based upon agency policy. The non-exempt employee will appear on the missing time report if target hours for the week are not met by either using leave or making up the 2 hours for the holiday.

For the same scenario, but with an exempt employee: If a holiday falls on a Friday, this employee would receive seven and a half hours of holiday comp. If a holiday falls on a Monday, this employee would either need to submit two hours of leave on the holiday to complete the day, or work and record two additional hours sometime within that

work week with the appropriate supervisor approval. A Time Administrator may perform a shift substitution for Monday indicating the employee is only expected to work seven and a half hours that day and then add the two hours to other days in the week using substitutions so that the employee can make up the required hours. This fully documents the expected hours worked in SCEIS for accruals, workers' compensation, etc. However, it is up to the agency to decide whether to apply the substitutions in this case. A shift substitution may also be created to designate the holiday week as a regular work week with an equal number of hours each day. It would be up to the agency's policy to govern how it wishes for its exempt employees to make up the holiday and how to process the record. Meaning, SCEIS won't know whether or not they worked the hours or observed the extra hours off since exempt employees are not required to enter working time in SCEIS.

For agencies who have a practice or policy that requires their exempt employees to formally track hours worked, then a shift substitution would be appropriate.

Other Types of Leave

The following leave types will not be made available for employee use in SCEIS. Use of these absence types must be coordinated by the HR Leave Administrator on behalf of an employee.

- Administrative Leave

- American Red Cross

- Bone Marrow Donor Leave, and

- Organ Donor Leave

Adjustments and/or resetting of these leave types will be covered in another section of this class.

The State of South Carolina also has many other leave types available for use. SCEIS has been configured to include leave limits as prescribed in the State Human Resources Regulations to manage absence limits for employees. State Human Resources Regulations drive the usage and limitations for leave. Once an employee reaches the maximum level of usage for a specific leave type that includes a limit, SCEIS will prevent an employee from recording such absence.

Please refer to Human Resources Regulations for specific details of the leave limits for each leave type.

SCEIS has been configured to monitor the limits of various military leave types. There is a flag on infotype twenty twelve that should be set when an employee initially requests military leave to establish whether or not they choose to track their leave based on the federal fiscal year or on a calendar year basis. This process is reviewed in detail in Lesson 4 of this class. SCEIS has several types of Military Leave available in order to track the usage limits for certain events.

When an employee wishes to coordinate the use of Annual Leave and/or Sick Leave with Workers' Compensation payments the following leave types should be used:

- Workers' Comp/Annual Leave

- Workers' Comp/Compensatory Time

- Workers' Comp/Holiday Compensatory Time

- Workers' Comp/Leave Without Pay

- Workers' Comp/Sick Leave

- Workers' Comp Option 3

These leave types do not automatically prorate any earnings in SCEIS. Each agency will be responsible for reviewing the formula approved by the State to ensure the proper amount of leave and pay are being processed for the employee while on Workers' Compensation.

Mandatory and Voluntary Furlough leave types should not be used unless an agency has implemented a Furlough Program. If a Voluntary Furlough Program is implemented, agency employees may use this absence type to record their absence in SCEIS. This absence will be processed as an unpaid leave in the pay period in which the absence is recorded.

If an agency implements a Mandatory Furlough Program, employees may use this absence type to record the absence in SCEIS in order to keep proper records of actual absences related to the Mandatory Furlough Program. However, due to State requirements, use of this absence type is not tied to the payroll process, as SCEIS has been designed to allow agencies to allocate the employee's furlough reduction in pay over multiple pay periods in a fiscal year. This allocation must be performed in the Payroll Module.

If an employee is on an unpaid Military Leave of absence and wishes to credit the absence towards days participating in an agency approved

Voluntary Furlough Program, the "Military Leave/Voluntary Furlough" absence type would be used.

Lesson 3- Summary

You should now be able to:

- Explain the concepts and procedures for quotas, absence types and absence counting.

Lesson 4– Manage Leave Limits

Lesson 4: Manage Leave Limits

Lesson 4- Leave Limits Overview

Leave limits may have to be manually adjusted based on the following circumstances:

- An employee has a second occurrence of administrative leave in a single calendar year;

- An employee is allowed to carry over more than the standard forty-five days of annual leave a year;

- An employee has more than one occurrence of Bone Marrow Donor leave in a calendar year or exceeds the forty hour limit per occurrence; or

- An agency grants permission for an exception to the thirty day maximum usage per calendar year rule for Annual Leave.

Note: Absences associated with a qualifying FMLA reason do not count toward the thirty days maximum usage limit for Annual Leave. Therefore, no manual adjustment has to be made when FMLA absences are recorded that exceed thirty days in a calendar year.

When special handling is required for leave limits, the transaction PA thirty is used to maintain HR master data via Infotype twenty twelve.

Admin Leave Reset to zero will allow for a second occurrence of Administrative Leave in one calendar year. Annual Leave Rollover Limit allows an employee to carry more than the standard maximum forty-five days of Annual Leave into a new calendar year. Annual Leave Yearly Limit Override allows an employee to use more than thirty days of Annual leave in one calendar year. Bone Marrow Leave Reset to zero allows for more than one occurrence, or more than forty hours per occurrence, for Bone Marrow Donation. For Military Leave, the employee can choose to use the federal fiscal year rather than the calendar year. Sick Leave Rollover Limit will allow an employee to carry more than one hundred and eighty days of Sick Leave into a new calendar year.

Lesson 4- Manage Leave Limits

To manage leave limits, begin by typing PA thirty in the Command field and click Enter.

Type the employee's personnel number in the "Personnel number" field.

Enter the From and To dates of the desired flag in the From and To fields for the Period.

Type twenty-twelve in the Infotype field.

Click the Create button to create the desired record.

A list of subtypes will appear. Double-click the desired subtype. In this example, the ALRL-Annual Leave Roll Over subtype is selected. The ALRL flag is intended to allow an employee to roll over more than the forty-five day maximum amount of annual leave into the next calendar year. Please refer to State HRD regulations for specific situations in which to use this flag.

Once the detail screen for the ALRL subtype appears, enter the number of days that the employee will be allowed to carry over into the next calendar year.

Note that the field indicates number of hours. However, when creating the ALRL and SLRL flags, the number of days to carry over must be entered in this field.

All other flags will have a "1" entered in the Number of hours field in order to activate the flag, or a zero entered in the field to deactivate the flag. Additionally, Z code flags are for SCEIS use only and are not to be used when maintaining a record.

Finally, click the Save button.

A success message will appear when the record has been created. The employee in this example will carry over fifty days into calendar year 2014.

Lesson 4- Modify a Previously Entered Leave Limit

If there is a need to modify the leave limit once it has been created, begin by typing PA thirty in the Command field and click the enter button. This process can be used to alter an existing record, or can be used to create new records.

Type the employee's personnel number in the "Personnel number" field.

Type twenty-twelve in the Infotype field.

Select the "All" radio button and then click the Overview button. This will ensure that all lines of history appear so that the correct one can be chosen for modification.

Once the lines of history appear, click the box to the left of the row to be modified.

After the record is highlighted, click the Copy button in order to create a new record with a new effective date. If modifying an existing record, do not change effective dates once the Copy button has been clicked. Always use the Copy button to keep a record of the historical data. If the Change function is used, the record of the previous flag is not saved.

Enter the start date of the new record.

Next, change the number of days. This will create a flag to allow the employee to carry over forty-eight days into calendar year 2015.

Once the Save button is clicked, the new record has been created. Remember, the ALRL and SLRL flags are the only subtypes where an actual number of days is used. All other flags are activated and deactivated with a 1 or a zero, respectively, in the number of hours field.

Additional Instructions

Instructions on how to maintain records for different subtypes in infotype twenty twelve can be found on the SCEIS uPerform website.

Lesson 4- Summary

You should now be able to:

- – Perform a review of leave limits, and

- – Manage leave limits.

Lesson 5- Quota Corrections and Adjustments

Lesson 5: Quota Corrections and Adjustments

Lesson 5- Quota Corrections and Adjustments Overview

The Quota Corrections Infotype, infotype twenty thirteen is used to manage adjustments to an employee's quota balances. SCEIS automatically manages an employee's accruals of various quotas, including Annual Leave, Sick Leave, Comp Time, and Holiday Comp Time. SCEIS also systematically manages deductions to these quotas. There are only a few special circumstances that require manual adjustments to an employee's quota balances.

Reasons to Adjust/Correct Quotas

Some reasons to adjust or correct quota balances include:

- A valid discrepancy has been found in an employee's quota – Upon HR approval, the quota should be adjusted as necessary

- An employee is reassigned to another position that requires a different number of hours in the work week

- An employee transfers from an agency that has a thirty seven and a half hour work week to an agency that works forty hours a week

- An employee who occupies an FTE position reduces his work hours from full-time to part-time

- An employee transfers from a school district/University to state employment

- An employee requests and is approved for Advanced Sick Leave, and

- An employee is granted comp time for hazardous weather declared by the Governor.

Lesson 5- Quota Corrections and Adjustments

In order to create a quota correction, Type PA thirty in the Command field and click the Enter button.

Type the employee's personnel number in the "Personnel number" field.

Enter the From and To dates in the Period section.

Type twenty-thirteen in the Infotype field.

Type the appropriate quota type code in the Subtype field…

…or choose the code from the search list in this field.

Next, click the Create button.

In the Quota number field, the number of hours entered is the amount to add to or subtract from a leave balance. Enter the number of quota hours in the Quota number field.

Selecting one of the following options will increase or reduce the quota balance by the number of hours entered:

Increase generated entitlement indicates that hours should be added to the quota. This is the default option.

Reduce generated entitlement indicates that hours should be subtracted from the quota.

Never use the Replace generated entitlement option.

In the Change transfer time section, always select Transfer collected entitlement immediately. Do not use the other options for transfer.

Click the Save button to complete the quota correction. Time Evaluation will update the quota balance overnight.

Lesson 5- Extend Holiday Compensatory Time

Complete the following procedure if there is a need to extend the validity date of holiday comp time. Begin by typing PA thirty in the Command field and click the Enter button.

Type the personnel number in the "Personnel number" field then click the Enter button.

Select the All radio button in the Period section.

Type two thousand six in the Infotype field.

Type twelve in the Subtype field or choose the Holiday Comp quota type from the search list.

Next, click the Overview button.

Click the box to the left of the row to be modified.

Click the Change button.

Change the date in the Deduction to field. This date will be the new expiration date for the holiday comp time.

Finally, click the Save button. The validity date for Holiday Compensatory time has been extended.

Please note that when the holiday comp time has already expired, the system-created infotype four sixteen entry will also need to be deleted. To delete this entry type PA thirty in the Command field and click the Enter button.

Enter the employee's personnel number.

Type four sixteen in the Infotype field. Next, click the All radio button…

…and choose Overview.

Click the box to the left of the row of expired holiday comp time needing extension. Once highlighted, click the Delete button.

The details screen should appear next. Click the Delete button again to complete the procedure.

If a message appears saying "enter data for payroll past," click Enter to bypass the warning.

Lesson 5- Summary

You should now be able to:

- Perform quota corrections and adjustments, and

- Extend the validity date for holiday comp.

Lesson 6- Quota Balances and Reporting

Lesson 6: Quota Balances and Reporting

Lesson 6- Access Time and Leave Reports

A list of reports pertaining to time and leave as well as payroll is available on the SCEIS website at the HR & Payroll menu on the left-hand side of the page. Go to Publication and Tools…

…and scroll down to the HR/Payroll Reports Tools section. We'll discuss the most commonly used leave reports in this lesson.

Lesson 6- Quota Overview

The quota overview transaction, PT fifty, provides access to all information related to quota entitlements and the associated validity and deduction periods for the entitlements. It also includes information on the amount of quota entitlement available, the amount of quota already requested, the amount of quota compensated, and the remaining entitlement. PT fifty is a display only transaction. No edits are to be made via PT fifty.

Type PT fifty in the Command field and click the Enter button.

Type the personnel number in the "Personnel number" field and click the Enter button.

Once the employee's information is populated, click the All button before choosing another tab. This will ensure that the employee's correct and complete quota balances appear.

Click the Absence quotas tab to view balances for each quota type. The Entitlement column shows the total amount of leave accrued in SCEIS for an employee. The Remaining column shows the current available balance not including any pending leave requests. The Requested column shows the total amount of leave taken, not including any pending leave requests. The Compensated column reflects leave amounts that have been paid out, forfeited and/or returned to a leave pool.

Click the Expand button to see more information.

Click the Accrual information tab to view leave accruals by date for an employee. This tab shows annual and sick leave accruals for each month as well as dates and amounts of holiday comp and comp time accruals. If quota corrections, advanced sick leave and sick or annual leave from a pool exists, they will also be listed in PT fifty.

Lesson 6- Quota Balance Check

An employee's Quota information can also be checked using the transaction PT underscore QTA ten. This report is similar to PT fifty and should always be run with "Up to today" as the period. Time Administrators use this report to review employees' leave balances since they do not have access to PT fifty.

Type PT underscore QTA ten in the Command field and click the Enter button.

Choose Up to today in the Period section.

Type the personnel number in the Personnel Number field.

The Display will default to Only employees with selected quotas. If needed, click a different display option to filter the report to show only pertinent data.

Click the Execute button to run the report.

The default layout will appear with the following columns of information.

- **Entitlement**: The number of hours accrued since the employee's start date (or SCEIS go live date) through the most recent pay period.

- **Requested**: The hours requested for leave in <u>future</u> pay periods. The hours are not included in the "Used" column, but they are deducted from the "Total Remaining." At the future date when the hours are used and Time Evaluation runs, the system moves the hours from "Requested" to "Used" but does not deduct them again.

- **Used**: The hours used or taken since the employee's start date (or SCEIS go live date) through the end date in the reporting period.

- **Total Remaining**: Entitlement minus Used minus Compensated to Key Date minus Requested minus Compensated from Key Date.

The following additional columns can be added to the report using the layout "Forward slash QUOTA underscore REP:"

- Compensated to key date: The hours paid out to the employee (from infotype four sixteen-Time Quota Compensation).

- Accounted: Used by payroll for control and will usually equal "Requested" after payroll has posted.

- Compensated from key date: Any infotype four sixteen payouts scheduled in the <u>future</u>.

- Remaining On Key Date: Entitlement minus Used minus Compensated to Key Date.

To access this layout, click the Layout field to open the search function.

Choose the option "Forward slash QUOTA underscore REP," then click the Transfer button.

Click the Execute button.

The additional columns of information regarding quota balances will appear in the report.

Click the Local File button to export the data to a spreadsheet for further use or documentation.

Choose the spreadsheet option as the format and click the Enter button.

Next, click the Directory drop-down list button to select where to save the spreadsheet. Enter the file name and click Generate to save the spreadsheet. Locate the document in the file directory to open and view the spreadsheet.

Lesson 6- Absence Hours Report

The Absence Hours Report which shows all leave recorded for an employee in SCEIS, is accessed by using the transaction code ZHR underscore absence underscore hours and then click the Enter button.

In the initial screen of the report, enter the desired period and the personnel number. To select certain absence types, enter the absences codes in the Additional data section. After entering the search criteria, click the Execute button.

This report provides the following details: absence type, absence description, dates of leave and number of hours taken. It also includes the start and end times (if recorded) and a conversion from the number of hours to the equivalent number of days.

The Absence Hours Report includes leave entered directly in infotype two thousand one, via CAT2 and through MySCEmployee. The CATS underscore DA report only shows leave entered via CAT2 and through MySCEmployee. Therefore, it is recommended to run the Absence Hours Report to view all recorded leave for an employee.

Lesson 6- Other Leave Reports

In addition to the PT underscore QTA ten and the Absence Hours Report, the following reports also provide information on leave.

The **Leave Statement Form,** transaction ZHR underscore LEAVE underscore STMT, displays leave an employee has taken by month along with yearly totals. It also displays monthly beginning balances, accruals, deductions, adjustments, and the monthly ending balance.

This is intended to be a snapshot of an employee's leave that has been approved and posted by the end of the month. If there is outstanding leave at the end of the month, the Leave Statement may not be accurate.

Transaction ZHRUAL, **Display Leave Requests,** known in SCEIS as the Unapproved Leave Report, can be run for multiple employees. The report should be run up to today to see the outstanding requests that have not been approved or rejected for the agency, or for the organizational units for which the user has security access. Taking the word "Sent" out of the "Document status" field and using a personnel number will allow the user to view leave requests that have been sent, approved, or posted through MySCEmployee. This helps to identify the cause of time collisions found on the Time Collision Report.

Lesson 6- Time Reports

Leave Administrators also need to be aware of certain reports that include working time information. These reports are updated nightly when the Time Evaluation process runs.

The **Missing Time Report,** accessed through transaction ZHRMTR, actually includes options for Missing Time, Unapproved Time, and No Time Recorded.

The **Missing Time** option does not include temporaries (the system does not know if time is missing). The report shows where time was expected and has not been entered, or has been entered, but not yet approved for non-exempt and exempt employees.

The **Unapproved Time Report** shows time that has been entered, but not yet approved for non-exempt, exempt and temporary employees.

The **No Time Recorded Report** is also available within this transaction and will report on employees who have not recorded any time for the current pay period only.

The **Display Working Times Report,** accessed using transaction CATS underscore DA, can be run daily, in the morning, to report on all time entered through CATS or MySCEmployee with the appropriate status. If absences are entered on infotype two thousand one instead of CATS, the ZHR underscore ABSENCE underscore HOURS report must be used to view the leave. Also, if leave is entered in ESS and not approved in MSS, it will not show on CATS underscore DA.

The **Time Evaluation Messages Display report** is accessed using transaction PT underscore ERL zero zero. This report is used to view those employees whose time is not being processed in the nightly Time Evaluation run due to an error in their record. Running this report will help to identify and correct these exceptions soon after they occur.

- These are key reports that should be run for payroll processing each period.

The **Time Collision Report,** transaction ZHRTCR, is used to view those employees whose leave or time was not able to be posted to the back-end of the system due to an error. The report provides an error message indicating whether it is a 'Leave Posting' or 'CATS Posting' problem. If it is a 'CATS Posting' error, the Time Administrator can go to the time sheet and make the necessary corrections. If it is a 'Leave Posting' error, the Unapproved Leave Report (ZHRUAL) can be used to

locate the leave request that could not post. The Time Administrator may need to communicate with a Leave Administrator if he or she does not have access to the Unapproved Leave report. The Time Collision Report will be updated once Time Evaluation runs overnight.

The **Work Schedule Query,** transaction ZHRWSR, is a Work Schedule report for multiple employees. This report displays Work Schedule Rules, FLSA Work Weeks, and Time Management Statuses for multiple employees at one time in any pay period.

Time Sheet: Time Leveling, transaction CAT C, shows no time recorded for non-exempt, exempt and temporary employees <u>outside</u> the current pay period. This report is good for researching issues regarding an employee's record in SCEIS, but should not be depended on for ensuring correct pay for the current pay period.

Lesson 6- Time/Wage Type Report

The **Cumulated Time Evaluation Results: Time Balances/Wage Types** report, transaction PT underscore BAL zero zero, provides employees' time wage types that are created after the Time Evaluation process runs. For example, if an employee is expected to receive premium pay or overtime wages, a Time Administrator will be able to tell from this report if the appropriate information is being picked up from the records. If any changes are made to the employee's record, this report will update the next day to reflect the new information.

Lesson 6- Summary

You should now be able to:

- Perform the quota overview transaction

- Perform a quota balance check, and

- Display absence quota information.

Lesson 7- FMLA Process

Lesson 7: FMLA Process

Lesson 7- Steps for Processing FMLA

FMLA

Based on specific Federal regulations an employee may be eligible to take FMLA related leave for certain circumstances. This leave can be paid or unpaid and can be taken for up to twelve weeks per year.

Steps for Processing FMLA

There are several steps to process FMLA absences in SCEIS:

- First, the FMLA Event Maintainer must enter a qualifying event in the FMLA workbench.

- The FMLA absences can then be recorded through the following methods:

- MySCEmployee

- CAT2 by a Time Administrator

- Infotype Two Thousand One by HR or a Leave Administrator or the

- FMLA Workbench by an FMLA Event Maintainer.

- Once the absences are recorded, they must be associated with the event in order to track when the allowable leave entitlement has been exhausted.

If the FMLA absences are continuous, Personnel Administration should enter a Leave of Absence on the employee's record. In this instance, the absence can be recorded on infotype two thousand one, Absences, which also must be associated with the event.

Lesson 7- Creating an FMLA Event

When creating an FMLA request using the FMLA Workbench, SCEIS automatically checks an employee's eligibility based on prescribed FMLA rules. This eligibility determination can be overridden if appropriate by the FMLA Event Maintainer.

The FMLA Workbench is accessed by using transaction PTFMLA. There is no menu path for transaction PTFMLA so the code must be entered in the Command field. After the code is typed in the Command field, click Enter.

The first time entering the workbench, a profile must be chosen. This is only required once. Click the List button to display a list of profiles.

Choose profile "SAP underscore FMLA underscore APP" from the search list.

Next, click the Execute button.

Once in the workbench, type the personnel number or click the search button to select the employee from a list. Next, click Enter.

Click the Create Request button to start a new event.

Click the icon in the FMLA Reason field and choose the appropriate reason for the event. Regulations vary depending on the reason for the FMLA event. Please refer to the Human Resources Division's website for detailed information.

Enter the Valid From and To dates. The workbench default is Continuous. If the absences will be intermittent, choose Intermittent and enter the total Planned Hours of the absences.

If a Medical Certificate was provided, check the box next to Certificate Provided.

Click the Check Request button after completing the required fields.

SCEIS will provide an eligibility determination at this point. A green check indicates the employee is eligible for FMLA, while a red X indicates ineligibility.

If SCEIS indicates the employee is eligible, select Approved in the Status field, then click the Save button.

If SCEIS indicates the employee is ineligible, the FMLA Event Maintainer should verify the accuracy of that information. After verification, if the

employee is deemed ineligible, select Rejected in the Status field then click the Save button.

If it is found that an ineligibility determination is incorrect, the FMLA Event Maintainer may override the system's determination.

To do this, begin by clicking the blue box to the left of the FMLA determination line. Then click the Eligibility button.

This will change the red X to a green check.

Finally, choose Approved in the status field…

…and click Save.

The FMLA event is now successfully created and FMLA absences can now be entered.

Lesson 7- Processing FMLA Absences

As previously discussed, there are several ways to record FMLA absences. If absences are going to be entered directly in the FMLA workbench, check the employee's leave balances prior to launching the FMLA workbench.

In order to process absences directly through the FMLA Workbench, complete the following process.

Type PTFMLA in the Command field and click Enter.

Type the personnel number in the "Personnel Number" field or click the search button to select the employee from a list. Next, click Enter.

Select the appropriate FMLA event by clicking on the line then clicking the pencil icon.

Click the Absences tab…

…then click Process Absences.

Select the reason for the absence and click the Copy button.

Verify that the start and to dates are the desired dates for the continuous absence. These can be adjusted as necessary. Next, click Enter followed by the Save button.

Lesson 7- Associating FMLA Absences

As FMLA absences are entered in SCEIS, the FMLA Event Maintainer must associate the absences with the workbench in order to track entitlement hours.

These entries will appear in the Absences tab. Click the FMLA check box next to the absence and click Save to associate it.

Agencies receive an FMLA Exception Report each week so that the FMLA Event Maintainer will be aware of any absences needing to be associated.

Lesson 7- FMLA Adjustments

Once an absence is associated, no changes may be made to the absence. If a change is necessary, an FMLA Event Maintainer must

unassociate the absence by unchecking the FMLA check box and saving the record.

FMLA Workbench Adjustments

If corrections need to be made to the FMLA event (for example, dates of the event, or type of event, unassociate any absences and correct the information. SCEIS will recheck the eligibility prior to saving the changes. Once corrections are saved, re-associate the absences.

Lesson 7- Summary

You should now be able to:

- Check FMLA eligibility

- Approve an FMLA request, and

- Assign absences to an approved FMLA request.

Lesson 7- Class Summary

You should now be able to:

- Change an employee's Work Schedule Rule

- Manually adjust an employee's quota balance

- Adjust an employee's leave limit

- Extend a holiday validity date

- Check an employee's quota balance

- Perform a quota overview

- Access reports, and

- Check FMLA eligibility.